

PRE-CONSTRUCTION INFORMATION

PROJECT BRIEF:

Project Ref:	J4804 – Christ the King Catholic Voluntary Academy - Replacement of Windows & Doors
Project Location:	Glenfield Rd, Leicester LE3 6DF
Specific Area Of Works:	Various works as indicated on drawing J4804-40, J4804-51, J4804-80, J4804-90.
Key Dates:	Commencement date: Monday 1 st November 2021 Completion date: Friday 10 th December 2021

PROJECT DIRECTORY:

CLIENT:	St Thomas Aquinas Catholic Multi-Academy Trust
PRINCIPAL DESIGNER:	YMD Boon Limited
M&E CONSULTANT:	None
STRUCTURAL ENGINEER:	None
OTHER DESIGNERS:	None
PRINCIPAL CONTRACTOR:	Unconfirmed: Tender stage issue
CONTRACTORS:	Unconfirmed: Tender stage issue

EXISTING INFORMATION:

	Appended	To Follow	N/A
1. Existing Asbestos Management Survey		✓	
2. Refurbishment/Demolitions (Asbestos) Survey		✓	
3. Existing Structural Drawings			✓
4. Existing Service Information			✓
5. Designer Risk Assessments			✓
6. Ground Surveys			✓
7. Fragile Structures- information/surveys			✓
8. Relevant extracts of existing H&S Files			✓
9. Contaminated land - information/surveys			✓

The above information has been provided from existing documentation already available from the Client. The Principal Designer will review this as the contract progresses, and equally, all duty holders will be expected to raise awareness to any key information they feel is outstanding.

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Client's Brief

Suitable arrangements for adequate planning, management and monitoring are expected from all duty holders with respect to this project. Two-way communication is vital to ensuring the project is completed in a timely manner whilst considering the absolute safety of those involved or likely to be affected, by any element of these works.

Duty holders are expected to have considered health & safety goals to ensure the continued safety and health of its contractors and those in the vicinity of the works, throughout the project. Contractors should be actively encouraged during induction; team briefings and toolbox talks for input into further improving safety standards.

The Principal Contractor should consider suitable guidance relating to best practice in construction, including HSE publications as a minimum standard when planning these works, such as:

- 'L153: The Construction (Design & Management) Regulations 2015 Guidance Book', which provides guidance regarding the practical application of the CDMR 2015 for all duty holders;
- 'Protecting the Public – Your Next Move (HSG 151)' which provides advice on segregation and protection of third parties;
- Asbestos Essentials: HSE Guidance.

Contractors should also be aware of their various responsibilities under all health, safety and environmental legislation – in particular:

- The Health and Safety at Work Act 1974
- The Construction (Design & Management) Regulations 2015
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Control of Asbestos at Work Regulations 2012
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Work at Height Regulations 2005
- The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013
- British Standard 5975:2008 Code of practice for temporary works procedures and the permissible stress design of false work

The above lists are not exhaustive.

NOTE: The Principal Contractor and Contractors can obtain further guidance from <http://www.hse.gov.uk/>

Working in Schools

SITE SAFETY FOR CLIENT EMPLOYEES, STUDENTS AND VISITORS:

It is foreseeable that there could be the potential for overlap with the existing undertakings of the client, despite prior arrangements to ensure the project remains completely separate where possible. As such, the following **Site Management Arrangements** includes details of expected minimum standards for all contractors/duty holders on site.

DBS/CRB CHECKS:

Where projects are being undertaken in an occupied school, contractors must have suitable arrangements in place to provide verification of police checks undertaken. To summarise:

- As set out by the DfE, children should not be allowed in areas where builders are working for health and safety reasons.
- Where a building site is separate and an entrance is separate to the schools' own entrance, then a check may not be required - but this will require clarification and the approval of the Head prior to commencement on site.
- According to DfE guidelines, where a contractor will be providing staff or volunteers to do the work, or providing services for schools where children are present, the provider must make available to YMD Boon Limited or School Head a list of the contracted staff and subcontracted staff at least 20 days before they start work on site.
- Any subsequent staffing changes must be brought to the attention of YMD Boon Limited or School Head at least 20 days before they start work.
- Where a DBS is required, the contractors must supply the YMD Boon Limited or School Head written confirmation that the staff/volunteers they supply have had a DBS check and any disclosures.
- In all cases where the individual is involved in regulated activity an enhanced DBS and barred from working with children list check will be required.

Requirements of the Principal Contractor and Contractors

A Principal Contractor is the organisation or person that co-ordinates the work of the construction phase of a project involving more than one contractor so that it is carried out in a way that secures health and safety.

A Contractor can be an individual, a sole trader, a self-employed worker, or a business that carries out, manages or controls construction work as part of their business can be a contractor. This also includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether the workers under their control are employees, self-employed or agency workers.

The YMD Boon Approved Competency process must have been undertaken by any tendering Principal Contractor (and other duty holders) which assesses general skills, knowledge, and experience. For organisations this will also include review of the organisational capability necessary to carry out their role effectively given the scale and complexity of the project and the nature of the health and safety risks involved.

Upon appointment, the Principal Contractor will be expected to produce a suitable and sufficient Construction Phase Plan for issue to the Client (or YMD Boon as nominated representative), for approval prior to commencement on site. The construction phase plan must set out the arrangements for securing health and safety for the period during which construction work in a project is carried out. These arrangements include site rules and any specific measures put in place to where work involves one or more of the risks listed in Schedule 3 (regulation 12(2)).

The Principal Contractor shall ensure that suitable and sufficient assessments of the risks and necessary precautions relating to materials and work activities are undertaken before work is carried out.

The Principal Contractor shall monitor the progress of their works, and in the event of any unforeseen eventualities, report to the Client and Principal Designer, any matters which could affect the safe method or execution of the work or the resources required.

The Principal Contractor shall ensure that suitable risk assessments are prepared by sub-contractors under their control. All such sub-contractors will be required to demonstrate compliance with the Construction (Design and Management) Regulation 2015.

Where the designer input ceases during the construction phase, liaison will be undertaken to ensure the Principal Contractor has access to all information required to complete this phase, and the Principal Contractor will subsequently be required to complete the H&S File upon project completion.

Site Management Arrangements

COMMUNICATION AND LIAISON: All duty holders are obliged to ensure the ongoing communication and liaison between their team as well as other contracting parties, both prior to, during and upon completion of the project. This is required to ensure the transparent sharing of information, communication regarding any potential overlap, and raising of any concerns that may arise. All duty holders also are obliged to report any safety-related concerns at any time during the project.

FIRE MANAGEMENT: The Client has existing fire management arrangements for the building, including an active Fire Risk Assessment process. Contractors are expected to provide information relating to any activity or task that may impact on existing procedures, to enable discussion prior to any commencement of works. This includes the potential for key access/egress routes being blocked; fire alarm systems requiring isolation; smoke detectors requiring bagging/protection in case activating by dust; increase in combustibles stored on the premises; use and storage of hazardous substances etc.

PERMIT TO WORK SYSTEMS: Where high risk activities are unavoidable, Permit to Work Systems will be expected to be adopted and explained to the Client prior to commencement. Existing Client systems may be requested to be adopted for the purpose of adherence to insurance requirements or existing procedures, which will require prior discussion. This will ensure a formal management system is adopted to assess specific risks with clear management systems around control measures to minimise the risk. Such high-risk activities may include hot works; work at height; work in confined spaces; isolation of services; lone working; excavations; working with high risk chemicals. This list is not exhaustive.

SITE SECURITY: Whether the works are external or internal within the building, during or outside key periods of operation - ongoing consideration must be given at all times to the absolute protection of those in the vicinity as well as contracting parties. Physical barriers as well as signage and communication may all be required to ensure adequate segregation is maintained. In addition, where overlap is anticipated with young persons, requirements for CRB/DBS clearance may be requested where absolute segregation cannot be assured. Discussion must be undertaken prior to commencement of works with the Client's Facilities Team to ensure clarification is established around responsibilities for implementing, maintaining and monitoring security during the works.

CONTRACTOR TRANSPORT: All contractors are expected to ensure familiarisation with the site area prior to commencement. This includes consideration of any impact of contractor vehicles with adjacent areas for deliveries, unloading/loading, parking and general highway use. Where the movement of vehicles is unavoidable in potentially occupied areas, this must be by prior arrangement only and such movements should be supervised and well managed.

UNAUTHORISED AREAS: Contractors will be expected to refrain from accessing any areas not agreed at the pre-construction stage. Works should be confined to approved areas only and permission requested from the Client should any variation be required at any time.

WELFARE PROVISIONS: An outline of welfare provisions for the on-site contracting team is required from the Principal Contractor, showing consideration of requirements detailed within Schedule 2 of The CDM Regulations 2015. No assumption should be made that existing Client facilities can be adopted, unless these are agreed in writing. Minimum provisions should therefore be relative to numbers on site, include consideration of procedures for maintenance and include suitable and sufficient sanitary conveniences; washing facilities; drinking water; changing rooms/lockers (where special clothing is required for the purpose of construction work); and facilities for rest.

There is no smoking on site or around the surrounding premises is permitted, at any time.
There are no radios permitted for use within the vicinity of the functioning school.

Environmental Restrictions and Existing on Site Hazards

The Client's premises will naturally require clear consideration for access, deliveries, storage, waste collection, as aforementioned. Any key decisions will require formal consultation prior to the commencement of works to ensure visibility of agreements between the Client or their representative (YMD Boon).

All contractors will be expected as a minimum requirement, to adhere to highway rules and regulations in addition to those set specifically on the Client's premises.

Any temporary arrangements are expected to be reviewed upon project completion, to ensure the Client's premises are not damaged upon completion of the project, and where required, arrangements in place to make good any such issue that may arise.

Asbestos Management: Information relating to the type and location of asbestos containing materials (either positive or suspected), can be located in the existing information provided. Where this information requires further clarification or additional investigation, the Principal Contractor and Contractors are expected to make immediate contact with YMD Boon Limited as Client Representative to discuss.

All information provided should be perused in detail and shared with other contractors, to ensure adequate consideration can be given to any removals or segregated areas, for the purpose of the works.

Any removals must be undertaken in strict compliance with The Control of Asbestos Regulations 2012, by competent persons. Such removals must be undertaken on following direct liaison with the Client and their appointed representative, YMD Boon Limited.

Any documentation generated as a result of removals such as Air Clearance Certification and Waste Consignment Notes, must be provided to the Client and their appointed representative, YMD Boon Limited upon completion.

Any residual concerns should also be made known to the Client and their appointed representative, YMD Boon Limited upon completion.

Significant Design and Construction Hazards

The design of the project, along with the selection of construction techniques/materials should be based around the aesthetic requirement and desire to minimise any risks associated with the construction and future operation of the product. This should take account of all processes including delivery, installation, maintenance, cleaning and final decommissioning. For any residual hazards that cannot be eliminated, it is important that the design team provide suitable information providing advice for installers and users.

The Management of Health and Safety at Work Regulations 1999 require every employer to make suitable and sufficient assessment of:-

- the risks to the health and safety of his employees to which they are exposed whilst at work;
- the risks to the health and safety of persons not in his employment arising out of, or in connection with, the conduct by him of his undertaking

All designers are expected to ensure two-way communication, as well as providing the Principal Designer with information to support their role in overseeing planning, management, monitoring and review of all designs produced relating to this project.

Any implications from design development and/or changes to design, must be considered and no work undertaken unless this is informed and agreed by all members of the project team. Suitable control measures should be prepared to ensure risks are minimised as far as is reasonably practicable. All parties have a duty to clearly identify any significant hazards arising from their operations, to ensure all persons involved in the works are provided with maximum information.

Temporary Works is a widely used expression to describe an “engineered” solution used to support or protect an existing structure or permanent works during construction or to support an item of plant or equipment or the vertical sides or side slopes of an excavation, or to provide access. The construction of most types of permanent works will require the use of some form of temporary works.

The Principal Contractor and Contractors must develop systems and procedures for the management of temporary works these should follow British Standard 5975: 2008. This should include specific arrangements for managing temporary works, namely: -

- A competent temporary works co-ordinator is appointed.
- A temporary works supervisor is appointed.
- A temporary works file is created.
- Designs and calculations are recorded for all temporary works.
- Arrangements are put in place to monitor and review all temporary works and designs as they are being installed.
- Arrangements are put in place to inspect any temporary works prior to loading.
- Regular monitoring and inspection of all works.
- Proper planning, review and monitoring when it comes to striking any temporary works.

Site Rules for Contractors

- ✓ All Visitors and Contractors must be inducted upon attending site and sign in/out, using the Principal Contractor's site procedures established.
- ✓ All Contractors must present any Risk Assessments and Method Statements to the Principal Contractor for acceptance, prior to commencement.
- ✓ Contractors will be expected to have reviewed all site related documentation issued, prior to commencement on site. Any requirement for additional information must be made before works start.
- ✓ All contractors working on site must have been assessed for competency prior to the commencement of any works.
- ✓ Contractor(s) shall be mindful of adjacent occupants as well as those within the premises, with respect of any risks during works being undertaken.
- ✓ All materials/tools/equipment should be correctly and securely stored at all times and fit for purpose.
- ✓ Contractor(s) shall report any accidents, incidents or near misses immediately to the First Aid Appointed Person and ensure copies of any paperwork are forwarded to the Client accordingly.
- ✓ Restricted/unauthorised areas shall only be accessed by prior permission and supervision provided.
- ✓ Contractor(s) shall abide by all existing Company (School) site rules to ensure their safety and that of others whilst on the premises, including the wearing of security badges at all times.
- ✓ Where parking is available this shall be in designated zones only, speed restrictions adhered to, with the safety of children and other persons a prime consideration at all times.
- ✓ A competent 'banksman' should be deployed to supervise any vehicular movements including loading, off-loading and reversing.
- ✓ Contractor(s) will use all reasonable endeavours to prevent unauthorised access to the area of works.
- ✓ No emergency access/egress routes shall be obstructed by materials, equipment or vehicles at any time.
- ✓ Where possible, hazardous substances should be eliminated from use at the school. Where this is not possible, COSHH Assessments should be undertaken and provided to the school prior to commencement of any works.
- ✓ Access to height equipment shall be selected as that most appropriate to the task being conducted. Ladders and steps must only be used for short duration operations, not exceeding 20 minutes per task.
- ✓ All scaffolds shall only be erected by competent persons and accompanied by relevant certifications and inspection records.
- ✓ Existing welfare facilities may only be adopted where prior permission is issued by the School. Facilities which are operational for pupils of the school, are not permitted for use AT ANY TIME.
- ✓ Good housekeeping shall be maintained at all times.
- ✓ Permit to Work Systems should be agreed with the Company (School) for any activity creating a specific hazard such as hot works, confined spaces, work at height, electrical works etc. For hot works, this will include a fire watcher being deployed to monitor the area of works, for a minimum of 60 minutes following completion and prior to leaving site.
- ✓ All electrical equipment must be used strictly in accordance with the manufacturers' guidance, only using 110V supply.
- ✓ Contractors are required to work safely and responsibly at all times, in accordance with The Health & Safety at Work etc Act 1974 and the terms of their engagement.
- ✓ Contractors are not permitted to make contact with pupils unless supervised by an authorised member of staff.
- ✓ Contractors shall wear appropriate clothing and not use inappropriate language around staff or pupils, whilst on the premises.
- ✓ Any contractors found to be in breach of statutory law or Contractor Rules, will be asked to leave site with immediate effect.
- ✓ Contractors are not permitted to use mobile devices (i.e. cameras, telephones etc...) in the presence of children.

The Health and Safety File

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. The file is only required for projects involving more than one contractor. This should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely. Information in the file should alert those carrying out such work to risks, and should help them to decide how to work safely. The file should be useful to:

- (a) clients, who have a duty to provide information about their premises to those who carry out work there;
- (b) principal designers/designers during the development of further designs or alterations;
- (c) principal contractors and contractors preparing to carry out or manage such work.

The file should form a key part of the information that the client, or the client's successor, is required to provide for future construction projects under regulation 10. The file should therefore be kept up to date after any relevant work or surveys.

The Health & Safety File Format:

Information for inclusion within the H&S File should be issued to the Principal Designer as this is generated, and at the latest, upon project completion. This final format of which will include:

- A brief description of the work carried out;
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- Hazardous materials used (e.g. lead paints and special coatings);
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- Information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

What information SHOULD NOT be included: -

- Pre-construction information or construction phase plan
- Construction phase risk assessments, written systems of work and COSHH assessments
- Details about the 'normal' operation of the building
- Construction phase accident statistics
- Information about structures, or part therefore of any structure, that have been demolished – unless there are implications for the remaining or future structure